



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

Canc: May 07

COMNAVRESFORCOMNOTE 5300
N63

COMNAVRESFORCOM NOTICE 5300

20 JUL 2006

From: Commander, Navy Reserve Forces Command

Subj: NAVY MARINE CORPS INTRANET (NMCI) GUIDANCE

Encl: (1) Account Definitions
(2) Examples of Different Accounts

1. Purpose. To standardize claimancy-wide guidance and ensure maximum efficiency and effectiveness within a limited NMCI budget. Direct all requests for explanation of this guidance to the Reserve Force NMCI Program Manager (N63) or Resource Manager (N65).

Note: All commands attached to Commander, Navy Reserve Force (COMNAVRESFOR) must adhere to the following updated baseline ordering model to meet minimum computing and connectivity requirements for the Force.

2. Budget Guidelines

a. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) will provide by Separate Correspondence (SEPCOR) the actual budget amount that is assigned to Navy Operation Support Center (NAVOPSPTCEN)/Squadron. Commands may make changes to the order, but the order must remain within the authorized budget.

b. If requirements exceed the authorized amount, a budget supplement request should be submitted to COMNAVRESFORCOM (N65) via the chain of command.

3. Ordering Guidelines (Demand Model Definitions)

a. NAVOPSPTCENs, Echelons III and IV Staffs:

- (1) One NMCI Seat for each Full Time Support (FTS).
- (2) One NMCI Administrative Seat for the Command.

20 JUL 2006

(3) One NMCI training seat for every 18 Drilling Reservists.

b. Navy Reserve Squadron

(1) One NMCI seat for each FTS Officer.

(2) Two NMCI seats for every three FTS Enlisted.

(3) One NMCI training seat for every 18 Drilling Reservists.

4. Laptops (CLIN 0002AA)

a. Echelons II and III: N00, N00B, N01, N01B, N00C, N00A, Special Assistants, Flag Assistants, and all Deputy Chief of Staffs (DCOSS) are authorized a laptop, within the budget guidelines. Exceptions to this must be approved by the Chief of Staff (COS) or designated representative.

b. Echelon IV: The Commander, Chief Staff Officer (CSO) and the Senior Enlisted Advisor are authorized a laptop, within the budget guidelines. Exceptions to this must be approved by the COS or CSO.

c. Echelons V and VI: Commanding Officers (COs) are authorized a laptop. Exceptions to this must be approved by the appropriate COS/CSO.

Note: When available, the appropriate COS/CSO may authorize cellular air cards for laptop users.

5. SIPRNET (CLIN 0009AA). A minimum of two Secret Internet Protocol Router Network (SIPRNET) seats are authorized for each Echelon IV and V. This requires a secure enclave to be built and certified before Electronic Data Systems (EDS) installation of SIPRNET seats.

6. Personal Digital Assistants. Personal Digital Assistants (PDAs) are not available through the NMCI contract.

7. Blackberries (Series CLIN 6000). Echelons II, III, IV and V personnel that have a laptop may choose a Blackberry option instead (Order the Voice/Data option (CLIN 6000 series)). If

20 JUL 2006

this option is chosen, a desktop will be issued instead of a laptop or their existing laptop will be removed and replaced with a desktop to support the Blackberry. Waivers can be granted by the appropriate COS/CSO. Echelon VI Unit CO's may choose a Blackberry instead of a laptop but must use an already ordered desktop at the drill site to synchronize their Blackberry.

8. Cell Phones. Stand-alone cell phone services will be procured through one of the Fleet Industrial Supply Center (FISC) authorized vendors.

NOTE: Personnel authorized a Blackberry are also authorized voice services on the Blackberry (see CLIN 6000 series).

9. Additional Email Storage (CLIN 0016AC, 25MB) and Data Seat Back-up and Recovery (CLIN 0056). Additional email storage and Data Seat Back-up and Recovery can be authorized by the appropriate COS or CSO.

9. Reserve Flag Officer IT Support. COMNAVRESFORCOM Customer Service Center will procure, deploy, and provide equipment and customer service to include follow-up on NMCI trouble tickets to all Reserve Flag Officers.

10. Extra NMCI Services (CLIN 0006XX's and 0006AB). A CLIN 6XX will be ordered for all DEERS/RAPIDS (CLIN 6AR and 6AB) and both classified and unclassified DMS machines (CLIN 6XX to be determined).

11. Classified (CLIN 0025) and Unclassified Accounts (CLIN 0024)

a. Additional classified accounts (CLIN 0025) are available to meet the command's requirements. Each classified seat comes with five classified accounts.

b. Additional unclassified accounts (CLIN 0024) are available to meet the command's requirements. Each unclassified seat comes with two unclassified accounts. COMNAVRESFORCOM (N6) will order any additional unclassified accounts that are needed by the Force.

12. Account Management (Account definitions are in enclosure (1))


20 JUL 2006

a. Active NMCI unclassified accounts are required for all drilling members of the Navy Reserve (including FTS and Voluntary Training Unit (VTU) members) and Ombudsman. A profile for every account will be established in NET. This will allow COMNAVRESFORCOM to accurately account for the total number of accounts assigned to COMNAVRESFOR. Some examples of various situations affecting Reservists and the state of their account are included in enclosure (2).

b. An account must be deactivated upon a member's death, retirement, or separation from the Navy. The Echelon IV and V Deputy and Assistant Customer Technical Representatives (DCTR/ACTR) are responsible for checking 90 days after deactivation to ensure the action has been completed. The respective CTR may choose temporary deactivation or permanent deactivation. Temporary deactivation is to be used if the service member may join the Navy in another capacity (FTS to Selected Reserve or Contractor, etc). After the 90 day period has expired and the member hasn't transferred the account it should be permanently deactivated.

c. When a member returns to a unit that has NMCI from a unit that was not in the NMCI environment, the ACTR or DCTR should determine whether the member previously had an NMCI account and if so should reactivate the account.

d. All accounts will be verified every month in NET and will be consolidated at the Echelon IV for subordinate activities and reported to COMNAVRESFORCOM (N65) via bimonthly NMCI validation statements. Additionally, all accounts need to be entered into NET, including previously created accounts.



L. S. LITTLE
Chief of Staff

Distribution:
Electronic copy via COMNAVRESFOR web site
<http://navyreserve.navy.mil>

40 JUL 2006

ACCOUNT DEFINITIONS

1. Active Account: Provides the member access to the NMCI Network, 50MB of email storage space, and 700MB of personal storage space (H: Drive) and 100MB of Network Shared File Storage (S: Drive).
2. Deactive Account: End of service for an NMCI Account is when all NMCI services are discontinued. The account will be moved out of the local Command Organizational Unit Administrator (OU) structure, attributes will be reduced to digital identity and flat name space, and associated data will be compressed and moved to a permanent data storage facility.
3. Disabled Account: An account that is not accessible and all email is rejected. This type of account would be used by the ISSM to lock an account.
4. Functional Account: Active accounts that are set-up for specific duties. Some examples are duty officers or watch standing roles.
5. Reactivated Account: A Deactivated Account that has been reestablished with stored digital identity.

Enclosure (1)

20 JUL 2006

EXAMPLES OF DIFFERENT ACCOUNTS

1. A change in the member's Navy category status; Reservists that are mobilized, volunteers for Active Duty for Special Work, serving on extended Active Duty for Training, or accepted back onto a recall to indefinite active duty/FTS Program/or a 2-year recall may possibly qualify for a deactivated account. If a member was assigned to a joint billet or a billet where NMCI is not available, the account is to be temporarily deactivated. If the member is serving on active duty where NMCI is available, the gaining activity or command will submit an administrative MAC to transfer the account to proper claimancy/OU. Examples include but are not limited to:

a. Reservist recalled to serve as an NAVOPSPTCEN XO; gaining activity will transfer the account from the owning activity to the new activity. No deactivation is required.

b. Reservist accepts a recall to indefinite active duty; member will be serving for the active component and therefore the account needs to be transferred by the Active Navy Command by submitting a MAC to assign it to their Project Server Interface (PSI) code in NET. No deactivation is required.

c. Reservist is mobilized; member will be serving for the active component and therefore the account needs to be transferred by the Active Navy Command by submitting a MAC to assign it to the new command's PSI code in NET. No deactivation is required. When the Reservist is demobilized the Reserve Command needs to transfer the account back to the original PSI code.

(1) When a member is mobilized or transfers to another unit, the previous unit is responsible for checking after 90 days to ensure that the member's account was transferred. If the member is transferred to the IRR, the account will be deactivated. The local CTR will inform a member transferring to the IRR that after 90 days the account will be permanently deactivated if the member has not reaffiliated with another unit. Their data will be destroyed in compliance with applicable instructions. A compact disc (MIGDATA CD) should be provided to the member to back up their data so it is available for future use. The process for creating a MIGDAGA CD is on the Navy Reserve Website in the N63 section. If the

Enclosure (2)

20 JUL 2006

member has transferred to a unit that does not have NMCI then the account should be deactivated.

(2) If a member is in an active drill status and also serves as a DoD Civil servant or approved DoD contractor the member will be authorized two accounts.

(3) Navy Reservists can be recalled to serve in RETIRED/RETAINED status per Title 10 and various MILPERSMAN articles. Personnel who possess a unique or critical skill set are authorized for a temporary recall by the Assistant Secretary of the Navy for a period not to exceed 179 days. During that period an account will be required to support their service. Upon leaving active service the account will be temporarily deactivated for 90 days and if not further recalled will be permanently deactivated.